

HEADQUARTERS PAMPHLET

Organization and Mission - Departmental

**DEPARTMENT OF THE AIR FORCE
ORGANIZATION AND FUNCTIONS
(CHARTBOOK)**



31 December 1980

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20330

HEADQUARTERS PAMPHLET 21-1

31 December 1980

Organization and Mission - Departmental

DEPARTMENT OF THE AIR FORCE ORGANIZATION AND FUNCTIONS (CHARTBOOK)

This pamphlet documents the basic organization and functions of the Secretary of the Air Force and the Air Staff.

Throughout this pamphlet, responsibility is assigned to certain offices who have primary responsibility and others who have collateral responsibility for a given function. The office of primary responsibility (OPR) is responsible for tasks that are part of the mission (or its assigned function), no matter how many other offices are involved. That OPR represents the total Air Staff on the matter. An office of collateral responsibility (OCR) assists the OPR in carrying out its assigned function.

Two more terms are important for the reader to understand. They are focal point (FP) and point of contact (POC). There is only one FP on the Air Staff per program. This is usually a top level office designated by the Chief of Staff to monitor the status of a given program. It is a single element, usually within a deputate (directorate or equivalent) designated to coordinate action on that program within that organizational element. Point of contact is a person who is the primary source of knowledge on a particular subject for his or her Air Staff element. This person is usually the action officer on a unitary program for his or her Air Staff element. There are numerous points of contact on the Air Staff per program. They usually are the "right-people-to-know" in coordinating matters of Air Staff interest.

Submit changes to this pamphlet according to HOI 21-10.

Supersedes HP 21-1, 31 May 74

No. of Printed Pages: 524

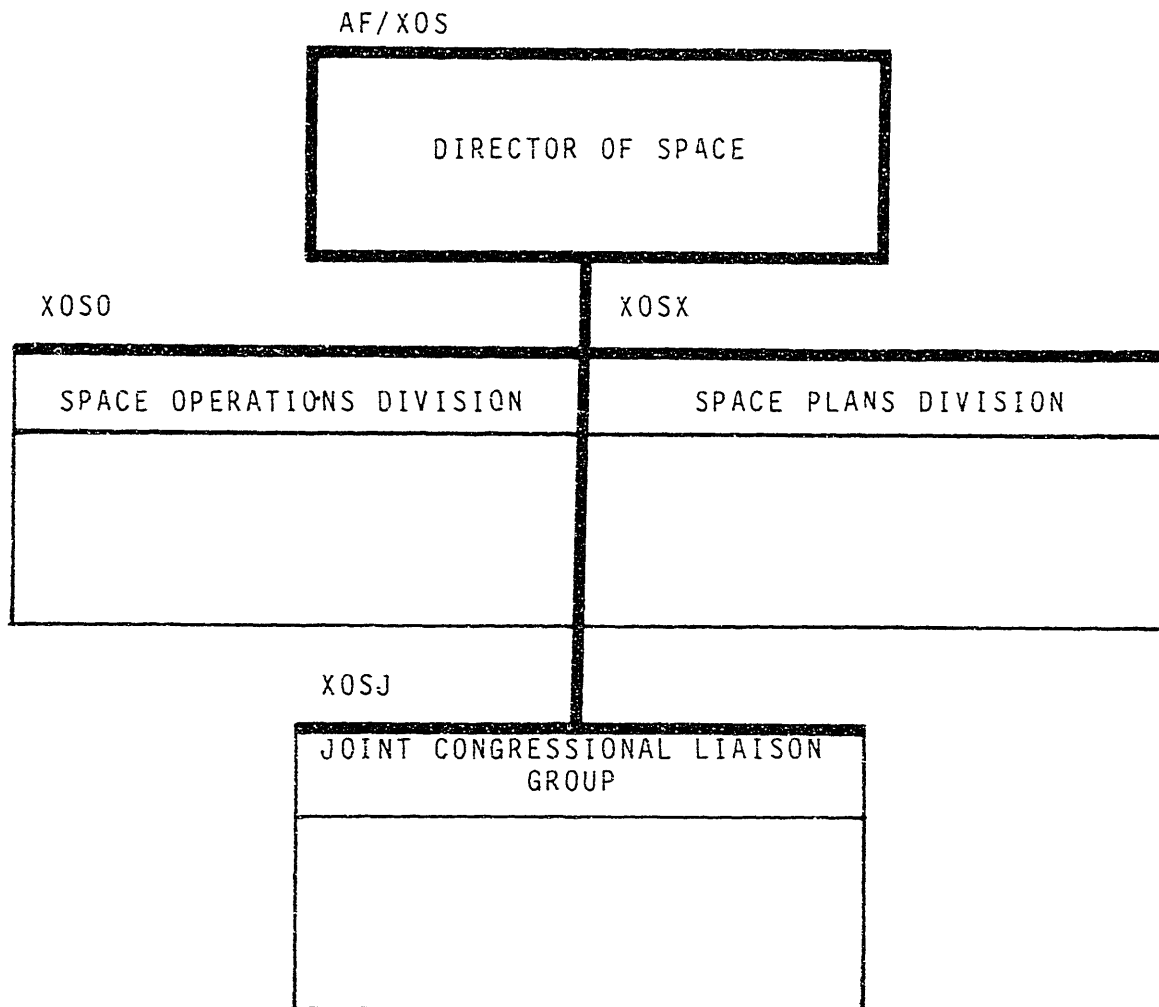
OPR: 1947 HSG/MMO (Mrs Bettie McKay)

Approved by: Colonel Kenneth V. Carey

Writer-Editor: Lorraine Morris

Distribution: (Controlled by 1947 HSG/MMO)

Page Not Available



16-46. Directorate of Space (XOS). This Directorate:

- a. Acts as the Air Staff FP for Space Plans and Operations.
- b. Develops priorities and force structure relating to space and space related systems. Space and space-related forces include offensive, defensive and force enhancement space-based systems, launch and on-orbit support systems, missile tactical warning and attack assessment (TW/AA) capabilities (both space and ground-based), TW/AA command and control capabilities and space-based surveillance and ballistic missile defense capabilities.
- c. Insures the establishment and application of national and military space policy and doctrine.
- d. Provides planning objectives and insures the coordination and consolidation of AF components of unified and specified command requirements.
- e. Prepares, monitors, and administers operational requirements, initiatives, concepts, procedures and mission statements for the employment of space and space-related systems.
- f. Provides space operations input to Air Staff review of unified and specified command plans, and to MAJCOM supporting plans. Develops operational philosophy, concepts, requirements and programs emphasizing the needs of the users. Insures that operational philosophy, concepts and requirements are supported in the Program Objective Memorandum (POM).
- g. Serves as Alternate Chairman of the Tactical Exploitation of National Space Program Capability (TENCAP) Steering Group.
- h. Member of Intelligence Management Coordination Group (IMCG), Defense Reconnaissance Support Program (DRSP) Review Group. Acts as advisor to AF/XO on space and space-related matters for the AF Council.
- i. As Air Staff PC, this Directorate:
 - (1) Evaluates space and space-related inputs to the Joint Strategic Planning System, including the Joint Strategic Capabilities Plan (JSCP).
 - (2) Coordinates JCS activities and papers dealing with space matters.
 - (3) Provides representation on the Program Review Committee (PRC), Force Structure Committee (FSC), Facilities Requirements Committee (FRC) and appropriate subelements of the Air Staff Board as delineated in HOI 21-18.

(4) Acts as advisor to AF/XOX on space and space-related matters for OJCS.

(5) Develops program justification and testimony for Congress on operational capabilities or posture of forces defined as intelligence-related activities. Provides briefings and prepares witnesses as required. Replies to Congressional inquiries.

j. Acts as the Air Staff FP for the DRSP, TENCAP, and Intelligence Related Activities (IRA). Serves as principal Air Force witness before Congress on DRSP, TENCAP, and IRA.

16-47. Space Operations Division (XOSO):

a. As Air Staff OPR, this Division:

(1) Directs Air Staff actions for the Tactical Exploitation of National Space Program Capability (TENCAP) support to operational commanders.

(2) Is the Air Staff OPR for the Defense Reconnaissance Support Program (DRSP) and the Air Staff Program Element Monitor for DRSP activities.

(3) Monitors, coordinates and acts as HQ USAF focal point for day-to-day operation of USAF space, space-related and TW/AA systems.

(4) Develops operational requirements, doctrine concepts, procedures, and tactics for space, space-related and TW/AA systems.

(5) Manages demonstration and exercise of operational space systems.

(6) Manages or monitors operational portions of the Defense Support Program (DSP), USAF SPACETRACK System, Ballistic Missile Early Warning System (BMEWS), Sea-Launched Ballistic Missile (SLBM) Detection Warning System, Communications Systems, Defense Meteorological Satellite Program (DMSP), Satellite Control Facility (SCF), Eastern and Western Space and Missile Centers, the Manned Space Flight Support Group (MSFSG) at Johnson Space Center, space surveillance and attack warning functions of the Cheyenne Mountain Complex, US Space Defense Systems Program, Consolidated Space Operations Center, and Space Defense Command and Control System (SPADCCS), Space Command management headquarters and Space Command base operations support.

(7) Manages Satellite Reconnaissance Advance Notice (SATRAN) program for USAF.

(8) Is Air Staff FP for Joint USAF/Royal Air Force Operations Plans for BMEWS Site III.

(9) Interfaces with other services, contractors and agencies involved in space system development to make sure operational requirements and concepts are coordinated and incorporated.

(10) Serves as the Executive Agent (USAF) representative for the Command Center Processing and Display System (CCPDS) and prepares CCPDS policy and management guidelines.

b. As Air Staff OCR, this Division supports AF/IN in developing plans and performing annual reviews of Air Force and DOD plans for Intelligence Support to Tactical Units.

c. For the DCS, this Division:

(1) Represents AF/XO on space matters for operational systems, committees, panels, and working groups that address the integration of space systems support to operational forces. For satellite communications systems, these responsibilities are integration of the systems into space force structure, and planning and operational support for space vehicle launch and on-orbit support.

(2) Monitors and coordinates planning for transfer of designated space systems from national to tactical control.

(3) Reviews operational implications of foreign exchange officer positions related to space system elements.

(4) Monitors Air Staff actions on Air Force Automatic Data Processing Systems (ADPS) to support strategic command and control and communications, for the Perimeter Acquisition Radar Attack Characterization System (PARCS) (ADPS V1), Ballistic Missile Early Warning System (BMEWS) (ADPS V4), SPACETRACK (ADPS V5), SLBM Detection and Warning System (ADPS V6), phased array radar system (PAVE PAWS) (ADPS V7), CCPDS (ADPS V8) and the NORAD Cheyenne Mountain Complex (NCOM) missile warning and space defense systems (ADPS 80 and 99).

d. For the Directorate, this Division:

(1) Coordinates with other Air Staff elements, other service staffs, and pertinent DOD agencies on matters relating to tactical exploitation of space systems.

(2) Determines the readiness of operational space, space-related and TW/AA systems to perform their missions through all levels of conflict. Initiates action to eliminate or alleviate readiness deficiencies based on exercise results and system capability analysis or evaluation.

(3) Provides briefings describing current space operations, capabilities, resources, and limitation.

(4) Provides operations inputs for disarmament proposals affecting space systems.

(5) Develops positions and performs staff actions related to missile warning and space surveillance systems and programs, including BMEWS, SPACETRACK, DSP, SPADOC, PARCS, SLBM Warning Systems and NORAD Command Post, CCPDS, Space Command management headquarters, and Space Command base operations support.

e. Other Responsibilities:

(1) Coordinates with other functional Air Staff elements responsible for force structuring, space system development and acquisition, tasking, and distribution to make sure that identified operational needs are considered by these activities.

(2) Reviews and validates Data Automation Requirements (DAR) for space systems to make sure that operational requirements are satisfied.

(3) Monitors operational aspects of command, control, communications and automatic data processing (ADP) support for space, space-related and TW/AA systems.

(4) Assists the other functional staff elements in the defining, developing, refining, updating, and weighing of operational requirements for space, space-related and TW/AA systems.

(5) Directs studies on analyses of operational systems to determine capabilities or limits to assist in requirements definition.

(6) Represents AF/XOS on Air Staff Board Panels with voting membership on C3, Strategic Defense, and Reconnaissance/Intelligence Panels.

16-48. Space Plans Division (XOSX):

a. As Air Staff OPR, this Division:

(1) Reviews force objectives and requirements of the unified and specified commands and USAF component commands for use in establishing USAF force objectives related to space, and space-related and TW/AA systems.

(2) Provides force structures and supporting rationale for USAF Objective Force matters related to space and space-related activities.

(3) Is Air Staff functional manager for the 20XX/27XX career fields.

(4) Reviews foreign space threat as developed by the intelligence community.

(5) Reviews and provides USAF positions on space policy, doctrine and objectives, including international negotiations and treaties governing the use of space and space-related systems.

b) Reviews and provides Air Staff inputs to USAF policy guidance in space endeavors.

b. For the UCS, this Division:

(1) Provides space force structure input and force rationale for the Joint Strategic Planning Document Support Analysis (JSPDSA) and the Joint Program Assessment Memorandum (JPAM).

(2) Functions as FP for space and space-related force structure and risk assessment inputs for the POM.

(3) Identifies forces and develops plans and objectives for current and future military use of military manned and unmanned space systems.

(4) Conducts, monitors, and participates in studies and analyses relating to space and space-related forces. Determines requirements for new studies.

(5) Develops and articulates the Air Force position on requirements, objectives, strategies and policies for structuring and using space forces to meet the need of national security. Is Air Staff proponent for space long-range planning, concepts, doctrine, space capability, force structuring and new space initiatives.

c. For the Directorate, this Division:

(1) Develops Air Staff inputs to the Defense Guidance (DG).

(2) Reviews Decision Package Sets (DPSS) and Program Decision Memoranda (PDM) affecting the proper Program I, II, III, and V forces related to space.

(3) Prepares briefings, presentations, and background information data on plans and programs of existing or proposed military space forces.

(4) Provides the proper force structure information and reviews disarmament proposals affecting space forces.

(5) Develops Air Staff positions regarding space forces of other services and Allies.

d. Other Responsibilities:

(1) Provides representation on various ad hoc groups dealing with space and space-related forces.

(2) Provides Air Force representation on Manned Space Flight and Launch Vehicles Panel of the National Aeronautics and Astronautics Coordinating Board and acts as principal AF/XO interface with NASA.

(3) Represents AF/XOS on the Force Structure Committee.

(4) Represents AF/XOS on Air Staff Board Panels with voting membership on Space and Research Development Test and Evaluation Panels.

16-49. Joint/Congressional Liaison Group (XOSJ):

a. As Air Staff OPR, this Group:

(1) Reviews USAF policy guidance in joint service space endeavors.

(2) Advises AF/XOX on space and space-related activities for the OJCS.

(3) Supports and provides answers to AF/XOX on space and space-related activities resulting from Congressional inquiries/hearings.

(4) Provides inputs to AF/CVAZ on space and space-related activities, DRSP, and Intelligence Related Activities (IRA) for Air Force Issues Book.

(5) Drafts, coordinates, and publishes the Congressional Justification Book for Air Force Tactical Intelligence and Related Activities.

b. For the Directorate, this Group:

(1) Advises or represents the Directorate at the Program Review Committee.

(2) Reviews JCS inputs to the Defense Guidance (DG).

(3) Reviews Decision Package Sets (DPSS) and Program Decision Memoranda (PDM) affecting the proper Program I, II, III, and V forces related to space and space-related forces.

(4) Drafts statements on space and space-related activities to be used at Congressional hearings.

(5) Reviews and analyzes issue papers, related to space forces, prepared by the Office of the Secretary of Defense and coordinates the proposed USAF positions.

c. Other Responsibilities:

(1) Assists in preparing posture statements for the Secretary of Defense, CJCS and CSAF annual presentation to Congress.

(2) Prepares and defends space sections of Presidential, DOD and USAF financial documents.